

APPENDIX A

HAZARD COMMUNICATION PROGRAM

Applied Engineering and Technology (AET) Directorate Office

- I. **PURPOSE AND SCOPE:** This document establishes general policy and procedures for a Hazard Communication Program to inform employees in the AET Directorate Office of chemical hazards they may be exposed to in the workplace under normal conditions, or in a foreseeable emergency.
- II. **APPLICABILITY:** The Hazard Communication Program is applicable to all civil servants working in the AET Directorate Office.
- III. **POLICY:** The policy of the AET Directorate Office is to ensure that each employee is trained to an awareness level of potential (incidental) hazardous materials exposures in other organizations and other facilities where the employee may travel.
- IV. **RESPONSIBILITIES:**
 - A. **The Director of AET** has overall responsibility for ensuring that the Hazard Communication Program is implemented in the AET Directorate Office. Additionally, the Director of AET shall:
 - (1) Ensure that necessary resources needed to comply with the Hazard Communication Program are available;
 - (2) Ensure that AET Directorate Office staff attend required training; and,
 - (3) Ensure that new employees are appropriately trained to an awareness level.
 - B. **The Safety and Environmental Branch** or its designated representative has overall responsibility for monitoring this program. Specific responsibilities include but are not limited to the following:
 - (1) Providing a written Hazard Communication Program which may be adopted by the AET Directorate Office;
 - (2) Assisting AET Directorate Office staff in determining the level and content of training required to adequately inform employees of the hazards of workplace chemicals to fully comply with the Hazard Communication Program;
 - (3) Auditing the AET Directorate Office to ensure that employees are trained in accordance with the Hazard Communication Program;
 - (4) Providing revisions of the Hazard Communication Program on an "as needed" basis; and,
 - (5) Providing technical support to the AET Directorate Office including, but not limited to, hazard analyses of the workplace, safety inspections and audits, observations and reviews of work practices, procedures, personal protective equipment, and procurements.
 - C. **Contracting Officers Technical Representatives (COTR's)** shall ensure that Contractors administer a Hazard Communication Program which complies with 29 CFR 1910.1200, the Hazard Communication Standard promulgated by the Occupational Safety and Health Administration (OSHA).

VII. **EMPLOYEE TRAINING:**

- A. All employees in the Mission Operations and Data Systems Directorate Office shall receive awareness level information and training on the general hazards associated with hazardous materials. This training is available via GSFC Closed-Circuit Television. Airing time may be arranged by calling x6-6146. Records of this training shall be kept in the employee's performance folder.

VIII. **REFERENCES**

- A. Occupational Safety and Health Administration (OSHA), Hazard Communication Standard, 29 CFR 1910.1200.
- B. National Aeronautics and Space Administration, Health Standard on Hazard Communication, NHS/IH-1845.3.
- C. United States Department of Agriculture, Hazard Communication - A Program Guide for Federal Agencies. August 1987.